

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

<b>DEPARTMENT OF HOMELAND SECURITY</b>
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
Homeland Security Advisory Council (HSAC)
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
The Secretary established the HSAC as a discretionary advisory committee under the authority of Title 6 United States Code, Section 451. This committee is established in accordance with and operates under the provisions of the Federal Advisory Committee Act (FACA), Title 5 United States Code.
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<p>HSAC provides organizationally independent, strategic, timely, specific and actionable advice to the Secretary and senior leadership on matters related to homeland security. HSAC serves strictly as an advisory body with the purpose of providing advice upon the request of the Secretary. HSAC advice to the Secretary may encompass:</p> <p><b>A. Strategy and Policy:</b> Recommendations for the development of strategies and policies that will further the Department's ability to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.</p> <p><b>B. Leadership and Coordination:</b> Recommendations on improving the Department's leadership and coordination, internally across the Department, externally across the Federal Government, and among state, local, tribal governments, first responders, the private and non-profit sectors, academia and research communities.</p> <p><b>C. Management and Implementation:</b> Recommendations on the development and implementation of specific programs or initiatives to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.</p> <p><b>D. Evaluation and Feedback:</b> Recommendations on the efficiency and effectiveness of DHS programs to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.</p>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>It is anticipated that the HSAC will consist of approximately 40 members.</p> <p>In order for the Secretary to fully leverage broad-ranging experience and education, the HSAC must be professionally, technically, and culturally diverse. These members shall all be national leaders found within diverse and appropriate professions and communities nationwide. The membership shall be drawn from the following fields:</p>

Police, fire, emergency medical services, and public works;

Public health;

State, local, and tribal officials;

National policy makers;

Experts in academia and the research community; and

Leaders from the private sector including, but not limited to, owners and operators of critical industries, resources, and infrastructure.

Since the HSAC's recommendations will affect a variety of different DHS components, DHS will strive to develop a committee membership that represents a wide range of views across the Department. The membership balance on the HSAC is not static, and the expertise or experience relevant to the mission/function of this Council may change over time, depending on the work of the HSAC. Term length shall be up to three years and approximately one-third of the terms shall expire each year in order to promote membership continuity and currency of expertise.

The Department has determined that HSAC members will serve as Special Government Employees (SGEs), and provide their individual expertise and do not represent their employer.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

None

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

In finding new members, HSAC staff will receive input on potential candidates from a variety of sources including the Secretary, DHS component leadership, Congress and the private sector. Initially, the DFO will contact the Secretary's leadership team to get input on potential members that meet the membership criteria. This outreach may include the following offices: Office of Public Affairs, Office of Policy, Office of Legislative Affairs, Intergovernmental Affairs/Office of Public Engagement, White House Liaison Office, National Protection and Programs Directorate, and other relevant components. From this input, the DFO will put forth a short list of potential members which are then selected with input from the Secretary's staff, followed by the Secretary. Upon approval, potential members are contacted to gauge their interest in serving on the HSAC, which is contingent on approval from the DHS Ethics Office. Next, formal letters of appointment to serve on the HSAC will be sent by the Secretary to new members.

If any vacancies occur during the life of the HSAC, the DFO will repeat the above cycle to identify the best qualified candidates to replace the lost point of view, and initiate the review process as described above. HSAC will strive to fill Council vacancies no later than 6 months after the position is vacated.

Term length on the Council shall be up to three years and approximately one-third of the terms shall expire each year in order to promote membership continuity and currency of expertise.

**(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**The Council currently has six subcommittees: CBP Integrity Advisory Panel, Countering Violent Extremism Subcommittee, DHS Cybersecurity Subcommittee, DHS Grant Review Task Force, Foreign Fighter Task Force, and the Privatized Immigration Detention Facilities Subcommittee.**

**The process that is used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.**

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

**None**

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**Updated March 6, 2017**